

SHAWNEE LODGE #51  
ORDER OF THE ARROW  
RULES AND BY-LAWS

JANUARY 2019 REVISION

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**SECTION I. Name, Affiliation, Organization and Purpose**

- A. The name of this Lodge of the Order of the Arrow is Shawnee Lodge W.W.W. #51.
- B. The Lodge is affiliated with the Greater St. Louis Area Council, Boy Scouts of America, and is under the supervision of the Council Camping Committee and under the administrative authority of the Scout Executive.
- C. The Lodge is divided into Chapters to coincide with the District organization of the local council.
- D. The ORDER OF THE ARROW is Scouting's National Honor Society, and its purpose is to recognize those Scouts who best exemplify the Scout Oath and Law and the principles of Scout camping.
  - 1. The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
  - 2. The purpose of the Order of the Arrow  
  
As Scouting's National Honor Society, our purpose is to:

- a. Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- b. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- c. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- d. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

## **SECTION II. Membership - Information and Procedures**

### **A. ORDEAL HONOR QUALIFICATIONS**

Youth candidates are designated as those under 21 years of age. Adult candidates are 21 or older at the time of election.

1. Be a registered member of the Boy Scouts of America.
2. Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. A member not with their Unit at long-term camp is eligible if they attend a full-term High Adventure base, a Jamboree, the Council's National Youth Leadership Training, another week-long Scout camping program, or week-long Wood Badge in the same year prior to the Fall Reunion. Ship nights may be counted as camping for Sea Scouts.
3. At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the

Scoutmaster, Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.

4. Adults (age 21 or older) who meet the camping requirements may be selected following nomination to and approval by their Unit's adult selection committee.
5. A scout may withdraw from the election upon their own request before or after the election.
6. The unit leader must certify each candidate as to their scouting spirit and participation. The Unit Leader must certify that each candidate meets the specified requirements by completing the citation. A signature or lack thereof (veto) on their citation indicates certification or veto appropriately.
7. Adult candidates are subject to the approval of the Scout Executive. The Scout Executive may choose to authorize a waiver for adults for long term camp to qualify for resident camping experience over the two-year period, upon individual written petition stating reason why six consecutive days of resident camp is unattainable. Only conditions related to job security or health is considered. No further interpretation or alternatives are to be considered. This must be done two weeks before the election at the unit Committee Meeting.

#### B. ORDEAL ELECTION PROCEDURES

1. An Order of the Arrow election may be held by any Unit in the Greater St. Louis Area Council.
2. Who may vote in the Election?
  - a. Youth Election: Every registered unit member under 21 years of age present for the election may vote. Adults may not vote on Youth candidates.
  - b. Adult Election: Every unit registered adult present at the election may vote. Youth may not vote in Adult candidate elections.
3. When and Where are Elections to be Held?
  - a. During the unit's stay in Greater St. Louis Area Council long-term camp. Units camping at a long-term camp outside of the

Greater St. Louis Area Council must follow the Elsewhere Camp Election procedures. Procedures are available at council offices or on the Lodge website.

- b. Adults must be elected by the registered adults at a committee meeting prior to camp. Prior to the youth election, the adult unit leader will provide a list of adult names in order of potential election to the youth running the election. The number of adult candidates is not longer than one-third of the eligible youth members up for election. After the youth vote has been tabulated, the appropriate number of adult leader citations is submitted, as specified elsewhere in these by-laws. An adult may ask that their name be removed on any specific condition. If removed by the unit leader, no substitutions of an additional adult are allowed. The potential for that adult candidacy position for that year is cancelled.
- c. A unit may hold only one youth and one adult election during any calendar year. To elect an adult, a valid youth election must be held in that same year and at least one youth candidate must be elected.

4. How many Scout Candidates may a Unit Elect?

- a. There is no maximum or minimum number of candidates a unit may elect.
- b. To be elected, a candidate must receive votes from at least 50% of those registered and active members participating in the election. A voter may list any combination of names, including all eligible candidates they believe are worthy to become members of the Order of the Arrow.

5. How Many Adult Candidates May a Unit Elect?

- a. Registered adults may elect adults of their unit to membership during any given calendar year. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up. In addition to the one-third limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit

leader for at least the previous twelve months at the time of the youth election.

- b. The adult election should be held at a regular Unit Committee Meeting. Every registered leader in attendance may vote. Follow youth election procedures as possible.
- c. An adult Scouter should only be elected to membership when their job in Scouting will enable them to make the Order of the Arrow program more meaningful to the lives of the Scouts, as the Order is principally a youth led organization. Adult Scouters are not elected to membership as recognition.
- d. Adult Scouters not registered with chartered units may be elected to candidacy by the Lodge Executive Committee. The camping requirement may be waived at the discretion of the Scout Executive.
- e. Members of the Council's Executive Staff are members ex-officio of the lodge, and when newly appointed, if they have not previously been inducted into some lodge of the Order, should be given an early opportunity to complete the Ordeal and the Ordeal ceremony. Camp staff members are to be elected in their own unit or if they are council or district scouters, they should be elected by the Lodge Executive Committee.

6. Method of Election at Summer Camp

Only those members of the Unit in camp may vote. Voting on candidates should not be on a basis of popularity, but with a view to electing those who have shown a well-developed spirit of brotherhood, overwhelming cheerfulness no matter how tiresome their duties, and a ready willingness to give service unselfishly and wholeheartedly to others at all times.

The Troop or Program Counselor or Chapter Officer conducting the election will discuss with the members of the unit the purpose of the Order, the eligibility requirements, voting procedures, and how a candidate is inducted. They may explain the emblems of the Order and the significance of the Indian tradition in the Order.

The election team is a youth member of the Order of the Arrow as designated by the lodge and the unit leader. The youth member of the Order of the Arrow designated by our Lodge is in charge of the election. They are assisted by a unit leader. Only those previously defined in these rules as eligible voters may vote.

The unit election is by secret ballot and is conducted in the following manner:

- a. The unit leader provides a list of all members of the unit whom they certify have met all eligibility requirements. This is posted or handed out to each voter in terms of a ballot so that all members participating in the election may see it.
- b. The members of the unit then vote, by listing or marking on the ballot the names from the eligibility list of those persons they believe worthy of the honor. They may vote for no one other than the specified eligible candidates. Scouts are not to be encouraged to vote for an individual or for a specified number of candidates.
- c. The election team counts the number of ballots turned in.
- d. The team determines the number of votes a Scout must receive by counting the number of ballots turned in dividing by two and rounding up.
- e. The election team fills out a citation for each person elected. The citation must be signed by the unit leader and the Arrowman conducting the election.

The unit leader may veto the election of any candidate after the election by refusing to sign the candidate's citation. However, if one candidate is vetoed, another may not be substituted in their place. The unit will have one less candidate than the number which were originally elected. It is suggested that the unit leader should consult with the other adult leaders who are present at the election before exercising their veto. However, this is the option of the unit leader.

#### 7. Ordeal Citation Procedure

Immediately following the election, the unit leader should fill out the citation(s) and follow the procedures listed below:

- a. If at Council camp - turn in citation(s) at camp office.
- b. If elected other than at a Greater St. Louis Area Council camp, mail or deliver citation(s) to the Camping Service at our Boy Scout Service Center by June 15.

8. Time Limitation on Completion of Ordeal

- a. A candidate must complete their Ordeal at either of the first two Lodge functions at which induction is possible after their election. If a candidate is not in attendance due to illness or some other reason approved by the Lodge Chief, the candidate may be inducted at the next following event. If a candidate is not inducted within this time, their election is void. Such a candidate may be re-elected the next year.

9. Special Needs Scouts and Adults

- a. The Lodge Executive Committee will have the power to waive the camping eligibility requirement of Special Needs Scouts as stated in the present Ordeal Honor.
- b. Qualifications: Individual Ordeal applications are considered by a committee appointed by the Lodge Chief. Upon recommendation of this committee, the application is to be submitted to the Lodge Executive Committee for a formal vote to approve the nomination.

c. **BROTHERHOOD HONOR QUALIFICATION**

To be eligible for the Brotherhood Honor an Ordeal member must meet the following requirements:

1. Be currently registered in Scouting and have a minimum of 10 months active service since induction as an Ordeal member.
2. Scouts must have attended a long-term camp since receiving the Ordeal Honor. Adults must have completed at least (6) days and nights of camping since receiving the Ordeal Honor. These (6) days and nights of camping may be compiled at either long term camp, weekend camping trips, or other approved (by unit leader) camping experience.
3. Members must be approved by their unit leader.

4. To be eligible for the Brotherhood Honor an Ordeal member must, complete all requirements on the Brotherhood Progress Card. The service project on the progress card must be approved by the LEC. The Chapter Chief and Chapter Officers are the only members who may certify that the member has completed these requirements.
5. Should memorize the Obligation, the Order of the Arrow song, and the admonition. Know the sign and hand clasp of the Order and be able to answer all questions in the official questionnaire satisfactorily to gain a thorough understanding of the Ordeal.
6. Submit a written statement of rededication to the principles of cheerful service.
  - a. How does the Brotherhood Honor affect any duties and responsibilities as a member of the Order of the Arrow?
  - b. What new meanings do the words brotherhood, cheerfulness, and service have to me now that I am a candidate for the Brotherhood Honor?
  - c. In the future, how can I better serve my friends, Scouts, and brothers in the spirit of the brotherhood, cheerfulness, and service?

#### D. BROTHERHOOD HONOR PROCEDURES

1. Brotherhood candidates will submit the Brotherhood Progress Card when complete to the Chapter Officers.
2. With the Brotherhood Progress Card, the candidate will submit a written statement as described above.
3. Upon the approval of the application and statement of rededication and the candidate's completion of the questioning, the candidate may participate in the ceremonies for the Honor at either the Spring Conclave or the Fall Reunion.

#### E. VIGIL HONOR

1. To be eligible for the Vigil Honor, a Brotherhood member must:
  - a. Be currently registered in Scouting.



- b. Have been a Brotherhood member for a minimum of two years.
  - c. Have given unselfish service to others.
  - d. Have been nominated by the Vigil Honor Committee of the Lodge.
2. Any member of the Greater St. Louis Area Council, Boy Scouts of America, may prepare a Vigil Honor nomination form to submit a candidate for the consideration to the Vigil Committee. Nomination forms are available from the Camping Service at our Boy Scout Service Center.
  3. Vigil Honor candidates are called out at the Winter Fellowship Banquet.
  4. Vigil Honor candidates will participate in ceremonies for the Vigil Honor at the Spring Conclave, or at another time set by the Lodge Vigil Honor Committee.

#### F. TERM OF MEMBERSHIP

1. Arrowman in Good Standing
  - a. A Scout or Adult after completing the Ordeal, is considered in good standing with the Shawnee Lodge, Order of the Arrow, so long as he or she is registered as a member of the Greater St. Louis Area Council, Boy Scouts of America, and pays dues each year to the Shawnee Lodge.
  - b. Dues:
    - 1) A dues-paying year is defined as January 1 through December 31.
    - 2) Dues will be determined by the Lodge Executive Committee and announced at Fall Reunion.
    - 3) Dues collection for each dues paying year will formally begin on December 1 of the preceding year and continue throughout the dues paying year.
      - a. After an Arrowman is inducted, their dues will be covered through the full dues paying year following their election.

- 4) If an Arrowman is in a financial position where they cannot pay their dues, they may petition the Lodge for a suspension of their dues for that dues paying year.
  - (a.) A dues suspension grants an Arrowman Good Standing for a dues paying year without paying dues.
  - (b.) The petition may be filled out and given to the Shawnee Lodge Advisor at any time during a dues paying year.
  - (c.) The Lodge Chief, Lodge Advisor, and Staff Adviser will decide if an Arrowman's dues will be suspended.

c. **Rights:**

- 1) Attend Shawnee Lodge and Chapter functions.
- 2) Hold a Lodge or Chapter office/chairmanship.
- 3) Receive Shawnee Lodge Publications.
- 4) Receive awards and honors given by the Lodge or Chapter.
- 5) Purchase and wear Order of the Arrow merchandise and paraphernalia.

2. **Arrowman Not in Good Standing**

- a. Any Arrowman who does not meet the requirements to be in good standing is considered to be not in good standing with the Shawnee Lodge.
  - 1) He or she will be notified of their status and will be asked to become an Arrowman in Good Standing.
- b. **Rights:**
  - 1) Arrowmen not in good standing will be denied all rights of Arrowmen in good standing until they become an Arrowman in Good Standing.

g. **UNIFORMING**

1. All candidates and brothers participating in a ceremony of this Lodge will wear a complete and official Scout, Venturer, Explorer, or Sea Scout uniform. Candidates not in full uniform are to be presented with

the sash over their right shoulder in the ceremony and then asked in private after the ceremony to remove it with an explanation as to why.

2. The sash is only worn in complete and full uniform, and over the right shoulder of the complete and full uniform as described in the current printing of the Boy Scout Uniform Inspection Sheet, or equivalent pieces of the Venturer, Sea Scout or Explorer uniform, with scouting headgear optional (Headgear is any type of a Scouting hat).
3. Sashes are to be worn at Order of the Arrow functions. In addition, sashes may be worn at special public events – Troop Courts of Honors, community parades, public flag ceremonies, etc. – when representing Scouting and/or the Order of the Arrow. The sash is not to be worn for unit fund raising activities. Sashes are not to become a routine part of the Scout uniform.

### **SECTION III. Officers and Lodge Executive Committee**

#### **A. Lodge Officers**

1. The officers of this Lodge are the Lodge Chief, Lodge 1st Vice-Chief, Lodge 2nd Vice Chief, Lodge Recording Secretary, Lodge Corresponding Secretary, and Lodge Treasurer. These officers must be under 21 years of age throughout the term and reside within Lodge boundaries during their entire term of office.

#### **B. Lodge Executive Committee**

1. The term of all officers, Chapter and Lodge, is from the conclusion of the Fall Reunion through the next Fall Reunion.
2. The Lodge Executive Committee is composed of the six elected Lodge Officers, Lodge Committee Chairmen appointed by the Lodge Chief, Lodge Committee Advisers appointed by the Lodge Adviser, the immediate past Lodge Chief, the four elected officers of each Chapter, the Adviser of each Chapter, the Lodge Lay Adviser, and the Scout Executive or their designee, the Staff Adviser.
3. The legislative power is vested in the Lodge Executive Committee.
4. The voting power is vested in the following:

- a. Lodge 1st Vice-Chief, Lodge 2nd Vice-Chief, Lodge Recording Secretary, Lodge Corresponding Secretary, and Lodge Treasurer.
  - b. Chapter Chief, Chapter 1st Vice-Chief, Chapter 2nd Vice-Chief, and Chapter Secretary.
  - c. The Lodge Chief will vote only in the case of a tie vote.
  - d. The Lodge Chairmen, Lodge Lay Adviser, the Lodge Staff Adviser, the Chapter Advisers and the Lodge Committee Advisers are observers and do not have voting authority.
5. The Lodge Lay Adviser (a member of the Council Camping Committee) is appointed by the Scout Executive.
  6. The Chapter Lay Adviser is appointed by the District Camping Committee Chairman in consultation with the Chapter Staff Adviser. They serve at their discretion, for a maximum of three one-year terms.
  7. The Lodge Chief, with the approval of the Lodge Lay and Staff Advisers, will form any standing or temporary Lodge Committees deemed necessary for the efficient and successful operation of the Lodge.

#### **SECTION IV. Officer Election Procedures**

##### **A. The Lodge Nominating Committee**

1. The Lodge Nominating Committee is composed of a Chairman appointed by the Lodge Chief, the six elected Lodge Officers, the immediate past Lodge Chief, the Chief of each Chapter, the Lodge Lay Adviser or their designated representative, and the Lodge Staff Adviser or their designated representative.
  - a. A Chapter Chief, if unable to attend, has the privilege and responsibility of appointing their own representative. The Chapter Chief must inform the Lodge Nominating Committee Chairman and give the Chairman the name of the representative. However, if a Chapter Chief cannot attend and if they cannot send a representative, then the Lodge Nominating Committee Chairman may appoint an Arrowman to fill the position,

provided that the Arrowman has been a voting member of that Chapter for one year.

- b. If a Lodge Officer or the immediate past Lodge Chief is unable to attend, the Lodge Chief may appoint an Arrowman to serve as a substitute.
  - c. The Lodge Nominating Committee Chairman will inform the committee members at least one month in advance of the committee meeting as to date, time, and place of the meeting.
  - d. Only those committee members or their designated representatives who are under 21 years of age may vote. The Chairman may vote only in the case of a tie vote.
  - e. All authorized substitutes will have all privileges granted to the members of the Lodge Nominating Committee.
2. Two-thirds (2/3) of the voting members of the Lodge Nominating Committee, the Chairman, and at least one Lodge Adviser must be present in order to conduct business.
  3. The Lodge Nominating Committee meeting is closed to all persons who are not designated as members of the committee.
  4. The Lodge Nominating Committee will prepare a list of candidates with a minimum of 2 candidates for each office.
  5. The Lodge Nominating Committee will consider any petitions recommending nomination provided they are signed by at least 50 registered voting members; however, the Lodge Nominating Committee will have the final decision of nomination.
  6. No campaigning or electioneering outside of these guidelines is allowed.
  7. The process of electing Lodge Officers is as follows:
    - a. Lodge Officers are elected at the Fall Reunion.
    - b. The Lodge Nominating Chairman or their appointee will conduct the election and record the proceedings of the election. Elected

candidates are posted immediately after the new chief has been notified.

- c. The Lodge Nominating Chair or their appointee will outline the responsibilities of the Lodge Officers at the start of the election. The job descriptions are used for this purpose.
  - 1) The Lodge Nominating Chair will state the amount of time that each candidate profile is allowed to be presented. A biographical sketch and platform of each candidate's Scouting career is presented. This may be presented by either the candidate or by their selected representative.
  - 2) The method of voting is by secret ballot. The ballot should be preprinted with the office and names of the candidates, along with a paragraph including the candidates scouting history. A photo of the candidate may be added to the ballot.
  - 3) After the ballots are collected the Lodge Nominating Chair, the Lodge Nominating Adviser, the Lay Lodge Adviser and the Lodge Staff Adviser will count the votes. After the vote all ballots and summary totals are destroyed.
  - 4) The current serving Lodge Chief at the time of the election will cast a ballot. That ballot is handed over to the Lodge Nominating Chair, prior to retiring to count ballots in a sealed envelope. In the event of a tie in the election, the Lodge Chief's vote is counted only for the office in question and will break the tie. If unread, the ballot is destroyed without opening.
  - 5) Only Order of the Arrow members who are under 21 years of age may vote.

## B. Chapter Officers

1. The Officers of each Chapter of this Lodge are the Chief, 1st Vice-Chief, 2nd Vice-Chief, and Secretary.
2. The process of nominating Chapter Officers is as follows:

- a. The Chapter Chief, 1st Vice-Chief, 2nd Vice-Chief, Secretary, and Chapter Adviser will form a committee for the purpose of appointing members to their Chapter's Nominating Committee. Qualifications for Nominating Committee members are: all appointees must be members of the Shawnee Lodge, members of the Chapter to whose nominating committee they are appointed and be under 21 years of age. Appointees should exemplify the Scout Oath, the Scout Law, and the principles of the Order of the Arrow. They will appoint 5, 7, 9, or 11 members to the Chapter's Nominating Committee, including a chairman. The Adviser to the Chapter Nominating Committee is the Chapter Adviser or their appointee. It is their responsibility to outline at the first Chapter Nominating meeting the responsibilities of the committee and the Chapter Officers.
- b. The Chapter Nominating Committee will prepare a slate of Chapter Officers with a minimum of 2 candidates for each office. All candidates for each office will exemplify the Scout Oath, the Scout Law, and the principles of the Order of the Arrow, and will have approximately equivalent experience and ability.
- c. All candidates must be members of the Shawnee Lodge and members of the Chapters in which they are candidates, under 21 years of age, and must reside within the lodge boundaries during the entire term of office.
- d. The Chapter Nominating Committee will meet in the month of June, July, or August at the Chairman's request but after the Lodge Nominating Committee meeting. If additional meetings are required, the Chairman may call them.
- e. It is the Chairman's function to preside over the Nominating Committee meeting(s) and appoint a Secretary who will not keep a record of the minutes, but a list of the officers and candidates for office. The Secretary will contact each of the candidates for office and verify their acceptance of the nomination. If, after this check, there are not 2 candidates for each office, the Nominating Committee must meet again and nominate a minimum of two candidates for each office.

- f. A majority of the Nominating Committee members must be present in order to conduct business. The Chairman and Adviser must both be present in order to conduct business.
- g. Nominations from Chapter members to be considered by their Chapter Nominating Committee must be submitted to the Chairman in writing prior to the first Chapter Nominating Committee meeting.
- h. The Chapter Nominating Committee Secretary is responsible for writing a report giving the following information: The Chapter Offices, the candidates for each office, their full name, their unit, their birthday, present age, Rank or Award, and Honor in the Order. A copy of this report must be sent to both the Lodge Chief and the Lodge Staff Adviser and a third copy must be retained by the Chairman to be posted at the time of the election. All copies must have the signature of the Nominating Committee Chairman.

3. The process of electing Chapter Officers is as follows:

- a. Chapter Officers are elected at the Fall Reunion.
- b. The retiring Chapter Chief will conduct the entire election and the retiring Chapter Secretary will record the proceedings of the election and return the results to the time and location appointed by the Lodge Chief on Saturday of the Fall Reunion unless they are a candidate for a chapter office, in which case a representative chosen by the Chapter Adviser will conduct the election.
- c. The Chapter Adviser or their appointee will outline the responsibilities of the Chapter Officers at the start of the election. The job descriptions are used for this purpose.
  - 1) Nominations may be received from the floor after the Chapter Nominating Committee reports its candidates. Candidates so nominated must be present to accept the nomination or have at the election a written statement indicating willingness to serve if elected. Timing may be limited. The chapter may elect to close floor nominations for offices 1 hour ahead of the Chapter meeting. If so, this is to be announced to the membership at least 30 days prior



to the election, but no later than the August Chapter meeting.

- 2) A biographical sketch and platform of each candidate's Scouting career, not to exceed 3 minutes in length, is presented. This may be presented by either the candidate or by their selected representative.
- 3) The method of voting is the decision of the Chapter's Officers and Adviser at the required time stated in the Fall Reunion time schedule. A majority of the brothers in the Chapter who attend the Fall Reunion must be present at the election. Only Order of the Arrow members who are under 21 years of age may vote and only in their respective Chapters.
- 4) No electioneering or campaigning is allowed outside of these guidelines.

d. Replacement of an Officer.

In the event of the inability of a duly elected Lodge or Chapter Officer to fulfill the responsibilities of their office, the officer may be replaced. Reasons for this action may be the event of their resignation or having been removed by the Lay and Staff Advisers. The method of replacement of said officer is as follows:

- 1) In the event that a Lodge Officer resigns or is unable to fulfill their office, a special Nominating Committee composed of the remaining Lodge Officers will nominate a slate of candidates for the vacant office. The Lodge Executive Committee will vote at a regularly scheduled meeting.
- 2) In the event that a Chapter Officer resigns or is unable to fulfill their office the Lodge Chief is notified. A special Nominating Committee composed of the remaining Chapter Officers will nominate a slate of candidates for the vacant office. Chapter members will vote at a regularly scheduled meeting.

## **SECTION V. Meetings**

### **A. Lodge Meetings**

1. The Lodge Annual Business Meeting is held in conjunction with the Winter Fellowship Banquet.
2. Lodge Executive Committee Meetings.
  - a. The Lodge Executive Committee will hold at least four meetings a year. The dates are determined by the Lodge Chief in consultation with the Lodge Lay and Staff Advisers.
  - b. Special Lodge Executive Committee meetings may be called at the discretion of the Lodge Chief with the approval of the Lodge Staff Adviser and Lay Adviser.

### **B. Chapter Meetings**

1. A Chapter will have no more than six regular meetings each year. These are held during November, February, May, August, and at the Spring Conclave and Fall Reunion.
2. Special meetings may be called at the discretion of the Chapter Chief with the approval of the Lodge Chief, the Lodge Lay and Staff Advisers, and the Chapter Lay and Staff Advisers.

C. Lodge Committee meetings may be called by the Committee Chairman with the approval of the Lodge Chief and the Lodge Lay and Staff Advisers.

### **D. Functions**

1. The Lodge will schedule a Spring Conclave, a Fall Reunion, and a Winter Banquet.
2. Special activities and service projects must be approved by the Lodge Executive Committee of the Lodge, and by the Lodge Lay and Staff Advisers. Approval before being considered at the Lodge Executive Committee Meeting must have first been secured from the Chapter Chief, Chapter Adviser, District Camping Committee Chairman, Lodge Chief, Lodge Lay Adviser, and Lodge Staff Adviser.
3. A Spring Training Function and a Fall Officer Training is scheduled.

- E. All Lodge, Chapter, and Committee meetings are run in accordance with the most recent edition of Robert's Rules of Order (modified).

## **SECTION VI. Finances**

### **A. Induction Fees**

- 1. Ordeal Honor - there is an induction fee for Ordeal candidates payable at the time of election covering the cost of these items which each new Ordeal member will receive:
  - a. Membership card and Brotherhood progress card
  - b. Ordeal sash
  - c. Lodge Handbook
  - d. Candidate totem

The induction fee is set by the Lodge Chief and their Advisers.

- 2. Brotherhood Honor - there is an induction fee for Brotherhood candidates which is the cost of the Brotherhood sash.
  - 3. Vigil Honor - the cost of induction into the Vigil Honor is borne by the Shawnee Lodge.
- B. In order to provide financial support for operation, the assessments are added to the registration fee for each of the Lodge events.
  - C. All Order of the Arrow funds are handled by the Greater St. Louis Area Council office and will go through all normal accounting and auditing procedures.
  - D. There will be no Chapter treasuries. In the development of the Lodge annual budget, funds are made available for Chapter mailings, activities, and service projects. Chapters must gain approval from the Lodge Treasurer and Lodge Staff Adviser before incurring expenses. All approved statements are paid by the Council office.
  - E. The Lodge Treasurer and Council Comptroller will keep an itemized record of all income and expenses and will make a report to Lodge members yearly upon the completion of the yearly audit. This report is published in the official publication of the Shawnee Lodge.

- F. The Lodge will make an annual gift to the Friends of Scouting campaign of our Council per our National Order of the Arrow guidelines.
- G. The Lodge will pay the conference and transportation fees of the current Lodge Chief to the National Order of the Arrow Conference or to a National Leadership Seminar during non NOAC years.

### **SECTION VII. Insignia**

- A. The Lodge will develop, purchase, and maintain an inventory of resale Shawnee Lodge items. A standard mark-up rate will apply to aid in financially supporting the Lodge.
- B. Chapters are permitted to have chapter neckerchiefs, neckerchief slides, ritual team jackets, and other such items as approved by the Lodge Executive Committee. The design of such items must be approved by the Executive Committee and the money to purchase these items must be collected in advance of placing an order for such an item or items. Only items approved by the Lodge Executive Committee with a Chapter insignia is authorized.
- C. Neckerchiefs and emblems must conform to BSA Regulations (70-633).

### **SECTION VIII. Amendments**

These rules will be subject to amendment at any regular or special meeting of this Lodge or at any Lodge Executive Committee meeting, provided such an amendment has been submitted in writing to the Lodge Executive Committee at least one month prior to such meeting. The amendment is discussed and voted on at either the following Lodge Executive Committee meeting or a special business meeting of the Lodge, whichever comes first. A two-thirds (2/3) majority vote of eligible voting members present are required for passage of the amendment.

### **SECTION IX. Ceremonies**

No Unit, Chapter, or other entity may conduct any Order of the Arrow ceremonies without the express permission of the Lodge Executive Committee.

### **SECTION X. Governing Body**

The Lodge Executive Committee is the governing body of our Lodge. Any subject not directly addressed specifically in these rules should be addressed to this group.

Approved:

A handwritten signature in black ink, appearing to read "Ronald S. Green". The signature is written in a cursive style with large, flowing letters.

Ronald S. Green

Scout Executive/CEO

Greater Saint Louis Area Council

